A Record

Data Element Name	Description	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant A	A	1	A	Must be A Must be alpha Must be one character	X	X

File Submission Type	Code to describe the submission	N	1	1 =Fall; as of October 1st
				3 = EOY;
				  -as of the last day of school for Unfilled
				  -July 1st through June 30th for Exits
					Must be a 1 or 3
					Must be numeric
					Must be one character
						X	X

Beginning School Year	Four-digit year for beginning of school	N	4	ie: Use 2021 for the 2021-2022 school year	Must be beginning school year Must be numeric Must be four characters	X	X
Division Number	Leading zero(s) must be included, i.e. 005	A/N	3		Is a valid Edagency_num Must be alphanumeric Must be three characters	X	X

B Record - Positions, Unfilled Positions and Exits

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant B	A	1	B	Must be B Must be alpha Must be one character	X	X
Division Number	Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students.	N	4	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric	X	X
School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students.	N	4	Valid school code from list of Virginia school numbers by division	Must be blank when Level Code is DIV Must be a valid school code when the Level Code is SCH Must be numeric	X	X
Level Code	A code to indicate if the position is assigned to only one school or central office. Positions that serve multiple schools are considered division-level.	A	3	DIV = assigned to multiple schools or works in central office SCH = assigned to only one school	Must be a valid Level Code	X	X
Position Code	A code to describe the job/position of a division employee. An employee may work in different positions so the sum of the FTE for that employee should be 1. If the employee agrees to work extra shifts or teach extra classes, the sum of the FTE could be more than 1.	N	4	Select from list of valid codes	Must be a valid Position Code Cannot be 89	X	X

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Adult Education Flag	A flag to indicate the position works solely with students in adult education	A	1	Y = Yes N = No		X	X
English Learner Flag	A flag to indicate the position works solely with students identified as English Learners	A	1	Y = Yes N = No		X	X
Special Education Flag	A flag to indicate the position works solely with students with disabilities as defined by IDEA	A	1	Y = Yes N = No		X	X
Positions by FTE	The number of Positions by FTE. All positions held by school-level and division-level personnel, both licensed and unlicensed, must be reported.	N (xxxx.xx)	7		Must be a valid number greater than 0 Must contain a decimal point and two decimal places	X	
Unfilled Positions by FTE	The number of positions by FTE that were unfilled. Unfilled positions only include those positions that were advertised as available but no one qualified was hired. If the duties of the position were given to an existing employee in lieu of hiring a new employee, the position should still be included in this count. All positions held by school-level and division-level personnel, both licensed and unlicensed, must be reported on the Fall Submission. Only positions held by licensed personnel are reported on the EOY Submission.	N (xxxx.xx)	7		Must be a valid number greater than 0 Must contain a decimal point and two decimal places If EOY submission, then License Required from the Positions Code list must be Y	X	X
Exits by FTE	The number of positions that were vacated by licensed employees after their contract was signed for the current school year. Only positions held by school-level and division-level licensed personnel must be reported. The Number of Exits include those who left their position between July 1st and June 30th even if the position was filled before June 30th. Some examples of exits include mid-year exit, end of contract, retirement, resignation and termination.	N (xxxx.xx)	7		Must be a valid number greater than 0 Must contain a decimal point and two decimal places License Required from the Positions Code list must be Y		X

C Record - Reasons for Exits of Licensed Personnel							
Data Element Name	**Definition**	**Format**	**Max Length**	**Codes**	**Edits**	**FALL**	**EOY**

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant C	A	1	C	Must be C Must be alpha Must be one character		X
Position Type	A code to identify if the exiter is a teacher, administrator or other licensed personnel	A	5	TCH = Teacher ADMIN = Administrator OTHER = Other Licensed Personnel	Must have a valid Position Type Cannot be blank		X
Gender Code	A code that identifies the exiter's gender.	A	1	M = Male F = Female N = Non-Binary	Must have a valid gender code Cannot be blank		X
Ethnic Flag	A flag to indicate if the exiter identifies as Hispanic/Latino	A	1	Y = Yes, exiter is Hispanic/Latino N = No, exiter is not Hispanic/Latino	Cannot be blank Must be Y or N		X
Race Code	A code to describe the race or combination of races in which the exiter identifies	N	2	Must be a valid state assigned race code	Cannot be blank Must be a valid state assigned Race Code		X
Primary Reason for Leaving	A code to describe the primary reason the employee left employment with the school division	A	1	Select from list of valid codes	Must be a valid Reason Code Cannot be blank		X
Secondary Reason for Leaving	A code to describe the secondary reason the employee left employment with the school division	A	1	Select from list of valid codes	Must be a valid Reason Code Can be blank Cannot be Reason for Leaving 1		X
Tertiary Reason for Leaving	A code to describe the tertiary reason the employee left employment with the school division	A	1	Select from list of valid codes	Must be a valid Reason Code Can be blank Cannot be Reason for Leaving 1 or Reason for Leaving 2		X

D Record - Bus Drivers

Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	EOY
Record Type	Constant D	A	1	D	Must be D Must be alpha Must be one character	X	
Division Number	Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to students.	N	4	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric	X	

School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to students.	N	4	Valid school code from list of Virginia school numbers by division	Must be blank when Level Code is DIV Must be a valid school code when the Level Code is SCH Must be numeric	X	
Level Code	A code to indicate if the bus driver position is assigned to only one school or central office. Positions that serve multiple schools are considered division-level.	A	3	DIV = assigned to multiple schools or works in central office SCH = assigned to only one school	Must be a valid Level Code	X	
Position Code	A code to describe the job/position of a division employee. (currently this is ONLY Bus Drivers)	N	4	89	Must be 89	X	
Adult Education Flag	A flag to indicate the position works solely with students in adult education	A	1	Y = Yes N = No		X	
English Learner Flag	A flag to indicate the position works solely with students identified as English Learners	A	1	Y = Yes N = No		X	
Special Education Flag	A flag to indicate the position works solely with students with disabilities as defined by IDEA	A	1	Y = Yes N = No		X	
Count of FT	The number of full-time employees by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	
Count of PT	The number of part-time employees by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	
Unfilled Count of FT	The number of full-time positions that are unfilled by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	
Unfilled Count of PT	The number of part-time positions that are unfilled by position (currently this is ONLY for Bus Drivers)	N (xxxx)	7		Must be a valid number greater than or equal to 0 Must be a whole number	X	